

**IOWA DEPARTMENT OF HUMAN RIGHTS
DIVISION OF COMMUNITY ACTION AGENCIES
COMMUNITY SERVICES BLOCK GRANT (CSBG)**

**ACTIVITY REPORT
PROGRAM YEAR 2015 – INSTRUCTIONS**

PURPOSE

The CSBG Activity Report is for collecting community action agency program, services, information and referrals, and client characteristic data for the Division of Community Action Agencies (DCAA). The DCAA compiles this information and includes it in its Community Action in Iowa – Annual Report, CSBG State Plan and Application, and the National Association for State Community Services Programs Information Survey report.

SUBMISSION REQUIREMENTS

Please use the forms provided by the DCAA.

Agencies may print off and submit their THO or NIFCAP software client characteristics report instead of completing the DCAA provided client characteristics form. If your agency chooses to do this, please verify the client characteristics information in the THO or NIFCAP report matches the information requested on the DCAA report form.

Due Dates: May 11, 2015 and November 6, 2015

Submission: Mail or e-mail the completed report to the following address:

Community Services Block Grant Program
Division of Community Action Agencies
Iowa Department of Human Rights
Lucas State Office Building – 2nd Floor
Des Moines, IA 50319

Greg.Pieper@iowa.gov

Questions: Questions concerning the CSBG Activity Report should be directed to:

Greg Pieper – (515) 281-0474 or Greg.Pieper@iowa.gov

IDENTIFICATION INFORMATION AND AGENCY CERTIFICATION

The Executive Director's signature and date signed indicates agency review and approval. Agencies are expected to distribute and present the CSBG Activity Report to their governing board no later than 90 days after the report was submitted to the DCAA.

PROGRAMS/SERVICES

There are 9 CSBG programs and services categories: Employment, Education, Income Management, Housing, Emergency Services, Nutrition, Linkages, Self-Sufficiency, and Health. These categories are the 9 classifications of poverty causing conditions listed in the CSBG statute.

There are also 2 CSBG categories for specific groups of interest: Youth and Seniors.

Youth programs: Programs that serve individuals aged 12-18. Efforts should be made to report on those programs which serve only this specific age group, agencies should include all programs that are designed specifically to meet the needs of young people and serve the age range of 12-18, even if the program includes slightly older or younger program participants (i.e. programs that serve program participants aged 10-17 or 12-21).

Senior programs: Programs that serve individuals aged 55 and up. Efforts should be made to report on those programs which serve only this specific age group, agencies should include all programs that are designed specifically to meet the needs of seniors and serve the age range of 55 and older, even if the program only includes program participants who are older than 55 (i.e. programs that serve program participants aged 65 and older).

The report has a page for each CSBG category with the exceptions of Linkages and Self-Sufficiency which share a page, and Youth and Seniors which also share a page. Household and/or individual counts for agency administered programs and services should be reported on one of these pages and in one of these categories regardless of the funding source.

Each page has a column for Programs/Services, Service Units, and Number of Units Provided.

Programs/Services – Each CSBG category has a column for listing community action programs and services.

Information and Referrals is the first service listed for all CSBG categories. Information and Referrals is defined by the U. S. Department of Health and Human Services/Office of Community Services as answering inquiries, providing information, and making referrals to community programs and services. This Information and Referrals definition is the same one the DCAA uses for Iowa's CSBG program.

For reporting purposes, the DCAA requests that each agency collect and report Information and Referrals fielded for **external** community programs and services. Any interagency Information and Referrals tracked by the agency should not be included. All agencies should report data for Information and Referrals as requested (households and/or individuals) in the Service Units column.

For each CSBG category, listed below Information and Referrals, are the community action "core" programs and services. A majority of Iowa's 18 community action agencies administer these core programs and services. Agencies that receive funding to administer any of these programs and services should report on them according to the type of data requested in the Service Units column.

Each of the CSBG categories also has an area for reporting "other" programs and services. Agencies that administer specific programs and services that are not listed in the main Programs/Services section should identify the appropriate CSBG category the program or service applies to, and enter it into the Other Programs/Services section. In these instances, it is the agency's discretion on the type of service units to provide.

For all CSBG categories, each of the community action programs and services listed are for one data source only. Please do not combine and report multiple data sources to the programs and services listed, or the programs and services your agency has added to the report. There are some instances where it is impractical to report this way. For the following programs and services agencies may group more than one source of data. In these instances, these programs and services are identified on the form by two asterisks (**):

Senior Employment Program, Utility Funded Customer Contribution Plans, Food Pantries and Shelves, Holiday Food Projects, Volunteers, Lead Poisoning Prevention/Screenings, and Substance Abuse Services.

Service Units – For the most part, Services Units are stated in terms of households and individuals. Agencies that report additional programs and services in the Other Programs/Services section should include an appropriate service unit identifier for the data being reported in the Number of Units Provided columns.

Number of Units Provided – For all the programs and service that the agency administers, report the number of unduplicated service unit counts (households, individuals, etc.) for the appropriate reporting period.

Some programs and services such as referrals, transportation, and congregate meals, are almost impossible to obtain an unduplicated count. Therefore, it is okay to provide the number of meals, number of rides, etc., as a duplicate count.

For programs and services that have reporting periods different than the federal fiscal year (October through September), agencies may report on those programs and services only once a year. (Weatherization and FaDSS are two examples of programs that do not operate over the typical federal fiscal year.) To do this, use the data from the programs or services last completed year of reporting and include that data in the Number of Units Provided—Year-end Total column.

Shaded Areas – Agencies have the option of providing their agency data in the shaded areas. The DCAA pulls this data from other reports and sources, so it is not necessary for agencies to report this data.

CLIENT CHARACTERISTICS

This section is for gathering client characteristics information on all of the clients served by the agency. Agencies should make an effort to complete a basic intake form for each household and individual receiving agency services. A limited number of programs and services can be excluded from providing this information if the nature of the activity causes the collection of this data to be impractical (e.g. referrals, transportation, and congregate meals)

To maintain the integrity of the data reported, it is important that agencies only report the unduplicated count of clients. Therefore, when an agency is unable to verify data are unduplicated, those data should NOT be reported.

Unduplicated client (individual) count: A client is counted only once no matter how many agency programs or services the client received during the program year. A client who received agency services throughout the year should be counted and reported only once during the program year. The unduplicated client count answers the question: How many individuals did our agency serve this program year?

Unduplicated family (household) count: A family is counted only once no matter how many agency programs or services each of the family members received during the program year. The unduplicated family count answers the question: How many families did our agency serve this program year?

Family: A family consists of all persons who occupy a housing unit, whether they are related to each other or not. A family can be a single individual.

Items A, B, C, and D (total unduplicated number of persons for whom characteristics were obtained, total unduplicated number of persons for whom characteristics were not obtained, total unduplicated number of families for whom characteristics were obtained, and the total unduplicated number of families for whom characteristics were not obtained) are self-explanatory.

UNKNOWN/NOT REPORTED

For most of the characteristic categories there is an Unknown/Not Reported option. Unknown/Not Reported is to be used when a client elects not provide information that he or she feels is too insensitive and/or intrusive. The client will be required to provide that information if the program or service the client is applying for requires that information.

CHARACTERISTICS OF INDIVIDUALS RECEIVING SERVICES

1. Gender (individuals) – Gender should be reported as either male or female for each individual receiving services. It is okay for the client to self report their gender.
2. Age (individuals) – The age of the individual who is receiving services. Agencies may record the date of birth and later count ages annually to report this information.
3. Ethnicity (individuals) – The ethnic description of the individual receiving services. It is okay for the client to self report their ethnicity.

All clients should be counted and reported in the ethnicity category.

Hispanic or Latino origin: People who identify with the terms “Hispanic” or “Latino” are those who classify themselves in one of the specific Hispanic or Latino categories, “Mexican,” “Puerto Rican,” or “Cuban,” as well as those who indicate that they are “other Spanish, Hispanic, or Latino.” Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person’s parents or ancestors before their arrival in the United States. People who identify their origin as Spanish, Hispanic, or Latino may be of any race.

4. Race (individuals) – The race description of the individual receiving services. It is okay for the client to self report their race.

All clients should be counted and reported in the race category.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as “White” or report entries such as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.

Black or African American: A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as “Black, African American, or Negro,” or provide written entries such as African American, Afro American, Kenyan, Nigerian, or Haitian.

American Indian and Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes “Asian Indian,” “Chinese,” “Filipino,” “Korean,” “Japanese,” “Vietnamese,” and “Other Asian.”

Native Hawaiian and Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race as “Native Hawaiian,” “Guamanian or Chamorro,” “Samoan,” and “Other Pacific Islander.”

Other: All other responses not included in the “White,” “Black or African American,” “American Indian and Alaska Native,” “Asian” and “Native Hawaiian and Other Pacific Islander” race categories described above. Respondents identifying as multiracial, mixed, interracial, or Wesort are included here.

Multi-Race: Any two or more of the aforementioned race categories. If the client self reports himself or herself as falling into more than one racial category they should be reported here.

5. Education (individuals) – The education level of the individual receiving services. This category only applies to individuals 24 years of age or older.

6. Other Characteristics (individuals)

Health Insurance and NO Health Insurance – Each individual receiving services must be reported as either having health insurance or not having health insurance. If an individual receiving services has any form of health insurance, including Title XIX, Medicaid, Medicare, hawk-I, private coverage, etc., he or she should be reported as having health insurance.

Disabled and NOT Disabled – Each individual receiving services must be reported as either disabled or not disabled. It is okay for the client to self report being disabled.

Disability: With respect to an individual: 1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual, 2) a record of such impairment, 3) being regarded as having such impairment.

Veteran – An individual receiving services that self reports himself or herself as being a veteran.

Veteran: Men and women who have served (even for a short time), but are not currently serving, on active duty in the U. S. Army, Navy, Air Force, Marine Corps, or the Coast Guard, or who served in the U. S. Merchant Marine during World War II. People who served in the National Guard or Reserves are classified as veterans only if they were ever called or ordered to active duty, not counting the 4 to 6 months for initial training or yearly summer camps.

CHARACTERISTICS OF HOUSEHOLDS RECEIVING SERVICES

7. Family Type (households) – The composition of the family of the individual receiving services. If the family type of the client is not reflected in one of the family type options, report them as “Other”.

Single Person: A single individual living alone.

Two Adults/No Children: The head of household is an adult (18 years of age or older) and another household member is also an adult. Also, a childless couple, or a parent and child that are both 18 years of age or older.

Two Parent Household: The family has a head of household who has a spouse or partner and there is at least one child (under the age of 18) living with them.

Single Parent Male: The head of household is a male and has no spouse or partner but does have a child (under the age of 18) living with him. Also a grandfather with grandchildren (under the age of 18) should be included here.

Single Parent Female: The head of household is a female and has no spouse or partner but does have a child (under the age of 18) living with her. Also a grandmother with grandchildren (under the age of 18) should be included here.

Other: All other family types that don’t match any of the ones listed above.

8. Family Size (households) – The number of people in the family of the individual receiving services.
9. Source of Family Income (households) – A family may have several sources of income. All sources of income should be reported for each family. Food Stamps/Supplemental Nutrition Assistance Program (SNAP), Medicaid, and other in-kind benefits (LIHEAP, Weatherization, etc.) should not be included here—they are not considered sources of family income.

No Income: Families who report no (zero) source of income.

TANF: Families who receive funds from the Temporary Assistance for Needy Families (TANF) program.

SSI: Families who receive Supplemental Security Income benefits. This is federal assistance usually provided to persons whose Social Security payments are inadequate.

Social Security: Families who receive Social Security benefits.

Pension: Families who receive Pension benefits. Any type of income earned from private pensions, e.g. company retirement, IRA income, or 401(k).

General Assistance: Families who receive General Assistance. This is usually a state funded program available for emergencies and in some instances becomes a regular source of income for single clients. It has a variety of names and in some states it is called General Relief.

Unemployment Insurance: Families who receive Unemployment Insurance payments.

Employment plus other sources: Families that have income from employment and from any other sources such as those included in this category.

Employment only: Families for whom employment is the only source of income. Employment is considered wages and salaries before deductions and self-employed income less operating expenses.

Other: Families that report other sources of income, including investments, rent, etc.

Unduplicated Number of Families Reporting Income Source: Families who provided information on sources of income.

10. Level of Family Income (households) – The income levels of the families receiving services compared to the current U.S. Department of Health and Human Services Poverty Income Guidelines, published annually in the Federal Register.

11. Housing (households)

Own: Families that own their home.

Rent: Families that pay rent for housing. Rent can be considered as money or services exchanged for housing and payment of a portion of rent in units shared with others.

Homeless: Families that were homeless. “Homeless” or “homeless individual” includes: (1) An individual who lacks a fixed, regular, and adequate nighttime residence; and (2) an individual who has a primary nighttime residence that is: A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. The term “homeless” or “homeless individual” does not include imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

12. Other Family Characteristics (households)

Receive Food Assistance – A family member is enrolled in the Food Assistance Program.